

**City of Roanoke
Public Works Service Center
Standard Operating Procedure**

Vehicle and Equipment Fueling	Revised: 10/4/2018
Purpose: To ensure proper procedures are followed for dispensing gasoline and diesel fuels at the fuel pumps.	

Responsible Party/ies: All City of Roanoke Personnel authorized to operate city vehicles and/or city equipment.

Performance Frequency: At every refueling.

Documentation: N/A

Training: *Trainees must complete the signature section below and a copy of the signed SOP shall be retained on file in the Division's records and made available upon request.*

Procedure:

1. Park close enough to the selected fuel pump for the fuel hose to reach, and turn off engine.
 - A. Review posted instructions prior to dispensing fuel.
 - B. Do not get back into vehicle while refueling.
2. Slide the fuel card through the card reader and key in the vehicle odometer reading and the pump number.
3. When prompted at the display, turn on pump, place nozzle in the vehicle fuel tank and fill tank to first click of the automatic nozzle.
 - a. For portable fuel cans – ensure they're placed on a flat, secure area before filling.
- A. **Do not prop open the fuel trigger.**
 - B. **Do not top off fuel tank.**
4. When finished fueling, turn pump off, hang dispensing nozzle into holder on fuel pump. Replace fuel cap and inspect the area for any spilled fuel.
5. **If there is a small fuel spill (less than 1 gallon),** use the spill response supplies located at the fuel islands and pump house to contain and soak up the spill, then immediately notify a Fleet Maintenance Supervisor or Account Technician. Do not leave spill response materials where others might drive through them.
6. **If there is a large fuel spill (1 gallon or more),** stop the flow of fuel by turning off the pump. If necessary, disable all fuel pumps by pressing the Red Emergency Shut-Off button located on the side of the pump house. Immediately notify a Fleet Maintenance

Supervisor or Account Technician. Remain at the fuel pumps and assist with clean-up.
Do not leave the site until told to do so by a supervisor.

Trainee Name: _____ **Signature:** _____

Date Trained: _____

Send completed form to Environmental Management at: envmgmt@roanokeva.gov.